

## ASSISTANT CITY MANAGER - 1951

### General Statement of Duties

Performs complex and difficult professional level management, leadership, budget, research, capital project management, special projects, and administrative functions for the City; acts in the absence of the City Manager.

### Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements municipal operations, budgets, policies, research efforts, capital projects, special projects, intergovernmental relations, and other administrative activities in cooperation with the City Manager, the Council, and the department heads in the City. Work includes providing leadership in establishing goals and priorities within and outside of the organization; managing assigned departments, functions and projects; developing policies and programs; researching data and trends; representing the City with a wide variety of other governmental jurisdictions, citizens groups, community program, businesses, civic and other groups; and planning and administering capital projects for the City. The employee serves as a member of the City's leadership team and works in concert with the manager to develop organizational values, principles, and climate conducive to organizational excellence. Work requires sensitivity to the needs of the total municipal organization, advising Council, citizens and City staff on a wide range of issues and programs, and use of sound judgment in maintaining confidentiality. Work is performed under the administrative supervision of the City Manager and is evaluated through periodic conferences, observation of results achieved, success and cost of projects, and review of records, reports, and files.

### Duties and Responsibilities

#### Essential Duties and Tasks

Provides direction, leadership, supervision and guidance to department heads and assigned staff; assists the City Manager with the overall operation of the City's management structure; participates in hiring, insures appropriate training, conducts performance coaching and evaluation, participates with the leadership team in establishing vision and direction, goals and policies.

Manages capital construction and renovation projects for city facilities; coordinates projects with architects, engineers, contractors, and staff; researches and manages a variety of projects designed to improve efficiency effectiveness and citizen service.

Serves in the absence of the Manager; provides technical advice and guidance to the Manager and Council; attends Council meetings; prepares Council agenda items and other documents for review of Council and Manager; participates in preparation of Council agendas; recommends courses of action.

Responds to a wide variety of citizen issues and requests; conducts research as necessary and engages in problem-solving.

Researches and drafts policies for consideration and implementation by the City Manager and the Council; evaluates and recommends various strategies for City functions, departments, and programs; engages in considerable problem-solving with City staff, citizens and others; coordinates inter-departmental projects.

Manages assigned departments; provides performance coaching and evaluation, communications, leadership, and leads in problem-solving; guides departments in budget administration.

Interprets, explains, and answers questions on City ordinances and policies for the public, news media, and City staff.

Reviews, makes comments and recommendations regarding the organization and operational efficiency of the City; makes suggestions and recommendations for organizational improvements and is often tasked with leading the effort in implementation.

Serves as interim department head performing the duties of that role.

Develops and administers various grants.

Coordinates and prepares any special research reports on a wide variety of functions and issues for the City.

#### Additional Job Duties

Performs related duties as required.

#### Recruitment and Selection Guidelines

##### Knowledges, Skills, and Abilities

Considerable knowledge of the theory, principles, and practices of public, municipal, and budget administration.

Considerable knowledge of the laws, rules, and regulations which apply to policies and practices in the municipal sector.

Considerable knowledge of the laws, regulations, policies, and principles of public sector human resource management.

Considerable knowledge of the principles and practices of leadership and supervision including communications, motivations, performance coaching, and conflict resolution.

Considerable knowledge of the trends, legislation, policies, and regulations being required of municipal government.

Considerable knowledge of the organization=s budgeting, personnel and purchasing policies and procedures.

Considerable knowledge of the principles and practices of capital project management.

Considerable knowledge of the City=s developmental ordinances, plan review processes, aesthetic principles, and community vision.

Considerable knowledge of the application of information technology in the public sector and some knowledge of the application of information technology in engineering project design and construction.

Some knowledge of the principles and practices of civil and/or environmental engineering.

Skill in public speaking, meeting facilitation, problem-solving and collaborative conflict resolution.

Ability to help develop long term plans and goals for the City and provide management with target dates, costs, and implementation strategies.

Ability to think and plan systemically.

Ability to articulate the City's position on matters and recommend policy at the strategic level.

Ability to draft policies with appropriate justification and implementation strategies and procedures.

Ability to innovate.

Ability to analyze facts, programs, trends, and costs and make recommendations, solve problems, and prepare comprehensive reports in oral and written forms.

Ability to communicate effectively with managers, other government officials, employees, and the general public.

Ability to maintain the confidentiality of all activities and management discussions.

Ability to establish and maintain effective work relationships with Council, Manager, department heads, City staff, developers, engineers, contractors and citizens.

##### Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to analyze data and figures, operate a computer terminal, and do

extensive reading.

Desirable Education and Experience

Completion of a master's degree in public administration, business or related area and considerable experience in public sector management; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid driver's license.